

**Pre-Proposal Conference**

**Monday, March 22, 2021**

**REGISTERED NURSE CASE MANAGEMENT/DELEGATING NURSE  
(RN CM/DN) TO COMPLETE THE CLINICAL REVIEW OF THE  
HEALTH RISK SCREENING TOOL (HRST)**

**MDH/OPASS # 21-18950/ eMMA#: BPM 023118**

**Meeting Minutes/Notes**

**March 22, 2021**

Meeting Presenters:

Dana Wright- OPASS Contract Officer

Nneka Miller- DDA Procurement Coordinator

Adrienne Hollimon- Nursing Director and Contract Monitor

Vendors Present:

HQSI

Crown Hills

Optimal Health Care

Public Consulting Group

Telligen, Inc.

Business:

Meeting to review the request for proposal for provision of the registered nurse management, delegate nurse to complete the clinical review of the HRST for the State of MD.

Contract for the solicitation will be for 3 years base per year with no options. No minimum qualifications.

Review Section 2 of the contract requirements and scope of work of the RFP.

DDA is requesting additional nursing staff to complete the clinical reviews in each of its 4 regions.

All subsequent documentation regarding this solicitation will be available on eMaryland eMarketplace Advantage website (eMMA) and the Maryland Department of Health (MDH) website.

To receive award vendors must be registered on eMMA. Details in Section 4.6, page 18.

Any questions must be submitted to the Department in writing for clarity purposes. Also, any questions and answers will be posted ASAP on eMMA and MDH websites. Section 4.3, p.18.

Pre-proposal questions should be submitted to Queen Davis (Procurement Officer) or [MDH.solicitationquestions@maryland.gov](mailto:MDH.solicitationquestions@maryland.gov) no later than 5 days prior to the proposal due date.

Review section 4.23, p.23 on electronic funds transfer.

Procurement method used for this solicitation is Competitive Sealed Proposal.

Vendors must submit their responses to the RFP in 2 parts (technical proposal and financial proposal). Section 5 (proposal format) p.29 and Section 4.8 (volume 2).

Evaluation and selection procedures can be found in section 6, p.39.

The contract will be awarded to the responsible offers that submit the proposal determined to be the most advantageous to the State.

Proposals due no later than April 9, 2021 at 2pm local time. No proposals accepted after 2pm.

Acceptable means of delivery are through the eMaryland Marketplace Advantage (eMMA) submission.

Scope of Work (Section 2); Community based waiver are required to have the HRST.

Goal for completing the clinical review is for the review to be done within 14 days of the receipt of requesting a review and that the reviews are done with 85% accuracy from the reviewer.

Adrienne Hollimon (state Project Manager) will do monthly reports, review the quality of the reviews performed, and provide results and corrective actions if needed to the contractor.

All reviews will be done off site (at contractors home/office).

Reviews will only be requested for new DDA participants requiring services.

Contractors need to provide a dedicated email address and phone number to receive referrals.

No additional fee if there is back and forth between the rater and the reviewer (on the same HRST for the same participant). The fee is submitted once that HRST is completed.

Contractor is required to submit a monthly report within 30 days of completion for the prior month's activities. Report will include, participants name, their region, the service that they're receiving, the date of the review and the name of the technical reviewer. These need to be submitted along with the invoice.

Proposals due no later than April 9, 2021 at 2pm local time. No proposals accepted after 2pm.

Questions:

Optimal Healthcare (can't hear/understand the name). "I understand that we are to submit the proposal via email, the original and the 4 copies electronically and wanted to make sure it is the same thing but titled differently?"

Dana Wright: No, it is required that you submit the same thing. The first thing you submit is going to be for the technical proposal, and it's going to be in a Word format. Then also under the technical proposal you're going to submit a PDF format. Also, under technical proposal you're going to submit an Adobe format that's redacted. So that's why I said refer to Section 5, p.29 for the specifics on how you're going to submit the technical proposal and also the financial proposal.

Meeting adjourned.